

2019-20 Budget Request Procedures

1. 2019-20 Budget Request Form – available at <https://www.clatsopcc.edu/about-ccc/financial-and-budget-reports/budget>
2. Please discuss the budget request proposal with your Supervisor.
3. Complete the 2019-20 Budget Request Form by Monday, February 11, 2019, and submit proposal to your Supervisor.
4. Supervisor will forward a copy to Evon for posting on SharePoint - <https://clatsopcc0.sharepoint.com/Shared%20Documents/Forms/AllItems.aspx?newTargetListUrl=%2FShared%20Documents&viewpath=%2FShared%20Documents%2FForms%2FAllItems%2Easpx&id=%2FShared%20Documents%2FCollege%20Services%2FBudget%20Creation%20Documents%2FFY%2019%2D20%20BUDGET%20DOCUMENTS%2F1920%20BUDGET%20REQUEST%2F1920%20Budget%20REQUESTS%20SUBMITTED>
5. Proposals will be reviewed and discussed at Cabinet meeting, Tuesday, February 12, 2019.
6. Budget Advisory Committee will receive proposals, Thursday, February 21, at 2:00 p.m. in Towler Hall, room 310*. Proposal presentations will be planned for 5-7 minutes to provide additional information and answer questions.
7. A second Budget Advisory Committee meeting will be Thursday, March 7, 2019, at 2:00 p.m. in Towler Hall, room 310*, if needed.

*Room subject to change.